Roblox Memes
JOINT MEMORANDUM OF JUDICIAL, EXECUTIVE, AND
OFFICE OF THE OIC

<u>RM-027-10034</u>

TO: Department Heads
                      Division Heads
                      All Others Concerned

JM-001
DUTIES & RESPOSIBILITIES TO DEPARTMENT HEADS,
DIVISION HEADS, AND MEMBERS OF THE DEPARTMENT AND DIVISION.

A. Definition of terms
    a. DH – Department Head
    b. DVH – Division Head
    c. Asset – Facebook Group, Discord Server, Roblox Group
    d. Server – Discord Server
    e. SMS – Specialized Management Supervisor

I.   INTRODUCTION

Joint Memorandum - 001 details the Duties and Responsibilities of the DH, DVH, and members part of the Staff Team of Roblox Memes

Enclosed to this Joint Memorandum is the template for "Recommendation for Demotion" and "Weekly Report for Department Heads"

II.   BODY OF THE AO-001

The Group's Staff Team is divided into 2 Departments and 2 Division per Department. The Departments and Divisions in their respective areas are listed as follows:

    a. Executive Department – Governs the Group, Server, and Roblox Group, main purpose of the Department is to mandate, monitor, and review the Group's Assets (Group Settings and Administrative Works [e.g. Hiring, Staff Monitoring])

        a. Administrative Division
        Controls the assets of the Groups and Servers of Roblox Memes. Reviews Group Settings, amends Group Rules.
        b. HR Division
        Monitors and Manages the Staffs for compliance, performance reviews, resolve any Staff Disputes, and managing the recruitment of Staffs and Training,

    b. Judicial Department – Monitors and Moderates the Group and Server as a whole. Investigates any types of abuse of Powers at the Executive Department, raids, conflicts. [See J-DO-011004]

a. Moderation Division
Moderates the contents of the Group and the Servers of the Roblox Memes,

b. Court and Intelligence Division
A rework of the now defunct Supreme Court. Reviews the conflicts that cannot be solved by the HR Division, makes Intelligence on the Groups / Servers that are in the Watchlist (See CID-DO-011004)

Below are the List of the Department Heads and Division Heads:

a. Executive Department
Head: Jonredd Celso
   a. HR Division Head: Jerald Bonbon
   b. Administrative Division Head: SMS and the Founder

b. Judicial Department
Head: Staven Geoff Kho
   a. Moderation Division Head:
   b. Court and Intelligence Division Head

The OIC and the Founder still has Redundant Powers of each Department. In context, Department Head manages the overall of the Department

III. DUTIES AND RESPONSIBILITIES OF DH

a. Department Heads must do a routine check of their divisions as such, all Staffs that are inactive for long-period of time should be submitted to the HR Division for subject of Demotion.
b. Department Heads must comply to submit their AF-01 or the Administrative Form 1 for Weekly Reports on how's their respective Divisions work.
c. Department Heads should comply on Monthly Meeting with the Specialized Management Supervisor, not attending may cause a suspension.
d. Department Heads can issue meetings with the Division Heads, this should be announced a day prior to the schedule of the meeting.
e. Department Heads should report to the SMS weekly.

IV. DUTIES AND RESPONSIBILITIES OF DVH

a. Division Heads must monitor their members activity, this should be submitted to the Head of the Department for review.
b. Division Heads are required to join meetings with their respective Department Head if the DH said so.
c. Other provisions, inclusion, may be added through the Department Memo's/Orders.

V.   Staff List

List of the Staff Members
Modified: 12/07/2021

Executive Department
> Department Head: Jonredd Celso
> Staff Members: Nero Nathan Rei Sison
> > Christoph Johann Repuyan
> > Gryl Pepito

Judicial Department
> Department Head: Staven Geoff Kho
> Deputy Department Head: James Jordan
> FB Moderators: David Cortez
> > Ella Trompeta
> > Gaebrielle Domingo
> > Rhonix Allen Abenes
> > Theresa Fowler
> > Yanina Dela Serna
> Discord Mods: *List to be propagated.*

VI.   REPEAL CLAUSE

All Memoranda's and Orders are hereby repealed.

VII.   EFFECTIVITY

This AO should take effect (7) seven days after distribution

Approved by the OIC of the Group

I approve !!

Roblox Memes
[Judicial/Executive]
Office of the [Judicial/Executive] Department Head

Recommendation for Demotion/Suspension

Name of the Department Head:
Dismissal for:
Date submitted:

Reason for Suspension
Please check if applicable
☐ Lack of activity
☐ Busy at School
☐ Disciplinary Action
☐ Voluntary Suspension
☐ Others: _____

Reason for Demotion
Please check if applicable

☐ Lack of activity
☐ Busy at School
☐ Disciplinary Action
☐ Voluntary Demotion
☐ Others: _____

I. Basic Information of the Staff
Name: Sex:
Age: Birthday: (MM/DD/YY)   Position:

Background Information:
Staff between: (MM/DD/YY) or (MM/YY)

> I, (Name of Department Head), determined that this staff requires (Suspension/Demotion) due to (Reason). Given this on (MM/DD/YY).

_____
    Department Head's
Printed Name over Signature

Roblox Memes
[Judicial/Executive]
Office of the [Judicial/Executive] Department Head

DEPARTMENT HEAD WEEKLY REPORT

Department Head:
Staff Members:
Division Heads (*if applicable*):

Summary of Department Report:

> Add anything that summarizes your Staff Works, for example, how many pending posts did your staff do, what achievements did your department get, etc.

I.   Questions
1.   Do you struggle with handling the group? Why? Why not?
2.   Your activity in your own words:
3.   What did you learned while working with your team?

II.   Recommendations:

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To be filled by the Judicial Department Head

What is the average number of the posts that got decline (*estimated*) in the past 7 days?
____

What is the average number of the posts that got approved (*estimated*) in the past 7 days?
____

How many bans, mutes, and warning did occur in the Discord Server?
Bans: ____   Mutes: _____   Warns: ____

- -

_____
       Department Head's
Printed Name over Signature